

**CONSER Standard Record  
Documentation  
DRAFT 12/18/2006**

Cover letter

The implementation of the CONSER standard record will be in two stages: the goal for the first stage is no earlier than Feb. 1, 2007; the goal for the second stage will be in May or June 2007. The following changes from AACR2, supported by policy decisions recorded in *Library of Congress Rule Interpretations*, will be included in the first-stage implementation February 1, 2007:

- a) giving an access point for the responsible person/corporate body without giving the statement of responsibility as a descriptive element;
- b) giving only the first place of publication;
- c) giving numbering only as a note (unformatted 362 field).

The following proposed changes, shown in grey areas in the documentation, are to be included in the second-stage implementation:

- a) giving the collocating uniform title for translations and language editions as an added entry;
- b) giving an access point for a parallel title without giving it as a descriptive element;
- c) giving an access point for other title information without giving it as a descriptive element.

A change proposed in an early version of this document to give a series statement only when there is not a series authority record in the LC/Name Authority File will not be implemented. PCC institutions that would like to pursue a rule revision to support this proposal through the ALA JSC representative should contact: Les Hawkins CONSER Coordinator ([lhaw@loc.gov](mailto:lhaw@loc.gov)) or Carolyn Sturtevant BIBCO Coordinator ([cast@loc.gov](mailto:cast@loc.gov)).

**CONSER Standard Record  
Documentation  
DRAFT 12/18/2006**

**Contents**

**Introduction**

**General principles**

**Metadata Application Profile** (list of fields and field-specific instructions)

**Appendix A: Special Instructions**

- Decision-making guidance: main entry, corporate body formulation, major vs. minor title changes
- Working with copy and record maintenance

**Appendix B: Examples**

- Record examples
- Examples of fields 362, 500, 515

**CONSER Standard Record  
Documentation  
DRAFT 12/18/2006**

**INTRODUCTION**

The CONSER standard record to which this documentation pertains is the result of a year-long effort that involved over 150 people, including a working group of catalogers, cataloging managers, and users of serial catalog records who developed the proposed record; catalogers at fourteen institutions who piloted the record; and a group of diverse reviewers from the fourteen pilot institutions who evaluated the record. The elements and cataloging guidelines used for the pilot projects have been adjusted as a result of pilot project outcomes and subsequent input.

This documentation is intended to meet the everyday documentation needs of CONSER-trained, experienced serials catalogers. Other CONSER documents address training needs. Once trained, catalogers should exercise careful, but efficient, judgment about elements and practices not specified in this documentation, keeping in mind that the goal of the catalog record is to meet user needs to find, identify, select, and obtain the resource. This documentation provides the cataloger with a set of elements that are required on each serial record. The elements are those that were identified as having the highest value in supporting users' efforts to find, identify, select, and obtain the resources they need, as well as navigate the relationships among titles. As a result of this analysis, the mandatory element set includes some elements not formerly required even in "full level" records.

The mandatory element set avoids requiring unessential or redundant elements "because they are there," or "because we've always done so." In a few cases, redundancy was deemed necessary because of display requirements (e.g., language elements) or so that certain elements (notes about issues described and consulted) are provided in all cases. This standard record does not preclude the use of any data in a bibliographic record. Catalogers may use their judgment or expert knowledge to add elements required to meet the needs of a particular resource, or institution. Given that no two resources are exactly alike, no documentation can cover all possible situations. In most cataloging situations, getting a record into the catalog by using informed judgment and avoiding inaccuracies contributes more to meeting user needs than delaying cataloging while trying to locate the rule or practice to cover an unusual situation. Guidance to speed the process of making complex decisions about main entry, formulating corporate body names, and determining major vs. minor title changes can be found in Appendix A: Special Instructions.

It is hoped that by including a defined element set in each record, CONSER records will become more uniform in the data they contain, and catalogers will be enabled to concentrate on unusual situations that are important for appropriate access. Specialized resources such as law serials, rare serials, newspapers, etc., have specialized requirements not included in this basic documentation.

The CONSER standard record has been developed with the intention of meeting user needs in the evolving digital environment, where increasingly powerful search capabilities are

**CONSER Standard Record  
Documentation  
DRAFT 12/18/2006**

emerging, where “front ends” to OPACs are being designed to maximize retrieval and display, where publishers and vendors are developing the capability to supply descriptive data, and where the full text of many resources is only a click away. The day of the card catalog is long past and OPACs now use holdings and item records to store information that used to be part of the bibliographic record only because there was no other place to record this information. The CONSER standard record emphasizes access points over extensive descriptive detail in the belief that controlled subject and name access points are library cataloging’s most valuable contribution in the current environment.

This documentation has been reviewed by the Library of Congress Cataloging Policy and Support Office (CPSO) to ensure that it reflects AACR2 rules or is supported by new or revised LC Rule Interpretations.

**CONSER Standard Record  
Documentation  
DRAFT 12/18/2006**

**GENERAL PRINCIPLES**

- The mandatory data elements that make up the “metadata application profile” and the instructions for providing these elements set the standard for the CONSER record and replace the previous full, core, and minimal record CONSER element lists.
- CONSER standard records will use MARC 21 encoding level "blank." Minimal level records may still be created in certain situations. These records include the same mandatory descriptive elements, but do not contain subject headings. Minimal level records use encoding level 7. LC "in process records" use encoding level 5. Encoding level 4 will no longer be used for CONSER records.
- Authority records in the Library of Congress/NACO Authority File (LC/NAF) are required for all headings on CONSER standard records.
- Until implementation of the recommendation of the PCC Working Group on Authentication Codes and Encoding Levels to code PCC records using the 042 code "pcc," CONSER standard records will retain the current 042 authentication codes, "lc" and "lcd." Records in the CONSER database that do not have authority records for all name headings will use the authentication code "msc."
- Every CONSER standard record will minimally contain the mandatory elements. Catalogers may add any additional data elements or fields that are required by the resource. Institutions may determine policies regarding additional nationally-applicable elements needed to meet institutional needs. Specialized materials, e.g., rare materials, law serials and newspapers may require specialized elements and practices.
- Standard abbreviations and capitalization are not required in designation and note fields (362, 515, 5XX).
- When using copy, all elements that are not incorrect should be left in the record, even if they are not part of the required element set. Elements that are not obviously incorrect or suspect should, in general, be presumed to be correct without further research. Further guidance is in Appendix A.
- In general, records should be maintained according to this standard. It is not required to maintain elements that are not part of the mandatory elements list. However, steps should be taken to avoid records that contain incorrect or misleading information. Further guidance is in Appendix A.

**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

**Data Element**

**M/A/NR**

**Notes/Cataloging Guidelines**

*M = Mandatory A = Mandatory if applicable NR = Not Required*

Leader		M	System-supplied except as below
	06 Type of record	M	
	07 Bibliographic level	M	(Default code currently = "s")
	08 Type of control	M	(Default = "blank")
	17 Encoding level	M	"blank"
	18 Descriptive cataloging form	M	a
006	Fixed-length data elements – additional material characteristics	A	
	<i>It is required to code only the first byte of the 006 for additional material characteristics, "Form of material."</i>		
007	Physical description fixed field	A	
	<i>It is required to code only the first two bytes of the 007: "Category of material" and "Specific material designation."</i>		
008	Fixed-length data elements – general information		
	06 Publication status	M	
	07-10 Date 1 Beginning date of publication	M	
	11-14 Date 2 Ending date of publication	M	
	15-17 Country	M	
	21 Type of continuing resource	M	
	22 Form of original item	A	Code only for original microforms
	23 Form of item	M	
	28 Government publication	A	
	34 Successive/latest entry	M	Default = "0"
	35-37 Language	M	
	38 Modified record	A	
	39 Cataloging source	M	
010	Library of Congress control number	M	
022	ISSN \$a, \$y	A	(\$z is used by ISSN centers only)
030	CODEN designation	A	If readily available to the cataloger
041	Language code	A	Code \$a only; see instructions in 546
042	Authentication code	M	
086	Government document classification	A	
100	Main entry – personal name	A	
110	Main entry – corporate name	A	

**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

<b>Data Element</b>	<b>M/A/NR</b>	<b>Notes/Cataloging Guidelines</b>
<i>M = Mandatory A = Mandatory if applicable NR = Not Required</i>		

111	Main entry – meeting name	A	
130	Main entry – uniform title \$a, \$n, \$p	A	
	<ul style="list-style-type: none"> <li>• <i>“Distinguishing” uniform titles: With two exceptions, it is not required to create or add a uniform title (either as a main entry heading or in conjunction with a personal or corporate name main entry heading) in order to resolve conflicts according to AACR 25.5B. Create uniform titles only for these two categories: 1) when cataloging a monographic series, or 2) for “generic” titles, i.e., those cases where the title consists solely of a word or words indicating the type of resource or the periodicity of the resource, e.g., “monthly newsletter,” “journal,” “biennial working papers,” and there is no 1XX in the record.</i></li> <li>• <i>Translations and language editions: (Do not implement this change until notified.)</i>  <i>It is not required to create or add a uniform title either as a main entry heading or in conjunction with a personal or corporate name main entry heading for translations or language editions. Instead, use an added entry (in addition to any 775 linking field) to provide collocation with the original language edition. This is an exception to the general policy stated under Linking Fields below that it is not required to make added entries (730, 740) that duplicate linking field access points.</i></li> <li>• <i>“Other “collocating” uniform titles: Continue to create or add uniform titles as required for legal materials and other cases of collocating (as opposed to “distinguishing”) uniform titles that are not translations or language editions.</i></li> </ul>		
210	Abbreviated title \$a, \$b	A	Do not put in 246
240	Uniform title \$a, \$n, \$p	A	See cataloging guidelines for 130 field
245	Title and statement of responsibility		
	\$a Title proper	M	
	\$h Medium	A	
	\$n Number of part/section	A	
	\$p Name of part/section	A	
	\$b Other title information and Parallel title(s)	NR**	

**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

<b>Data Element</b>	<b>M/A/NR</b>	<b>Notes/Cataloging Guidelines</b>
<i>M = Mandatory A = Mandatory if applicable NR = Not Required</i>		

	<p><i>(**Do not implement this change until notified.)</i></p> <p><i>Generally, it is not required to transcribe other title information unless it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.</i></p>		
	<p><i>(Do not implement this change until notified.)</i></p> <p><i>Record parallel titles and acronyms in field 246 (using indicators 31 for parallel titles, 30 for acronyms). It is not required to repeat parallel titles in 245 \$b.</i></p>		
	\$c Statement of responsibility	NR	
	<p><i>It is not required to transcribe a statement of responsibility of any kind if authority records exist or are being established and/or updated in the LC/NAF. (Cf. LCRI 12.1F) In cases where no authority record will be created or updated, transcribe the statement of responsibility as usual in the bibliographic record so that usage can be documented. (Cf. LCRI 12.7B7.1)</i></p>		
246	Varying form of title \$a, \$n, \$p	A	



**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

<b>Data Element</b>	<b>M/A/NR</b>	<b>Notes/Cataloging Guidelines</b>
<i>M = Mandatory   A = Mandatory if applicable   NR = Not Required</i>		

	<p><i>(Do not implement this change until notified.)</i></p> <ul style="list-style-type: none"> <li><i>Record in field 246 (rather than 245 \$b) acronyms/initialisms of the title proper, and parallel titles found on the chief source. Use indicators 31 for parallel titles, 30 for acronyms. Use \$i to indicate applicable date ranges for parallel titles, if these change over time.</i></li> <li><i>Record variant titles that appear prominently in the resource being cataloged, and which a user might reasonably consider to be the title. Also record as variant titles minor title changes. Do not spend a lot of time looking for information buried in the text of the item that could possibly be considered a variant. In general, it is not required to provide information on the source of the variant title. Accordingly, indicator values for variant titles can be coded 3 [blank] with the exception of added entries for minor title changes. In these cases only, record the minor title change using: 246 1 [blank] with subfield \$i.</i></li> <li><i>For online serials, as a general rule of thumb, try to locate the earliest issue appearing on the site. Generally consider recording as variant titles only titles appearing in readily accessible sources (for example, those that can be accessed within one or two pages from the earliest issue's title page or title screen or by clicking on a prominently displayed icon or menu choice on a home page or a main menu page).</i></li> </ul>		
247	Former title \$a, \$n, \$p	A	Use only for integrating entry
250	Edition statement	A	
260	Publication, distribution, etc.	M	See also special instructions
	\$a Place of publication	M	
	<p><i>It is required to supply only the first-named place of publication as found on the item. It is not required to supply any additional places, regardless of the home country of the cataloging agency. (Cf. LCRI 12.4C)</i></p> <p><i>For online resources: if a place of publication is readily available (for example, found by scrolling within a few pages of the home page or first issue page), record that place in field 260 \$a. Otherwise, supply [S.I.] in field 260 \$a. Code the fixed field country code as appropriately as possible.</i></p>		
	\$b Name of publisher	M	
	\$c Date of publication	NR	<i>It is not required to supply dates in 260 \$ c. See field 362 for instructions about recording dates of publication.</i>

**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

**Data Element**

**M/A/NR**

**Notes/Cataloging Guidelines**

*M = Mandatory A = Mandatory if applicable NR = Not Required*

300	Physical description		
	\$a Extent (SMD)	A	<i>This element only required for tangible non-print formats.</i>
310	Current publication frequency	M	
321	Former publication frequency	NR	<i>It is not required to provide former frequency notes on original records. See special instructions in Appendix A for use of copy and record maintenance.</i>
362 1	Dates of publication/designation		
	First indicator "1" unformatted style	M	
	<ul style="list-style-type: none"> <li>• <i>Use unformatted 362 (1<sup>st</sup> indicator 1, "Began... ") to supply numbering/dates of publication whenever this information is available, regardless of whether the first/last issue(s) are in hand or not.</i></li> <li>• <i>Captions and months may be transcribed as found (including abbreviations and capitalization) or they may be recorded using standard AACR2 abbreviations.</i></li> <li>• <i>Numbers (including ordinal numbers) may be transcribed as found or they may be recorded as Arabic numerals, whichever is easiest.</i></li> <li>• <i>If numbering includes both issue number and date, put parentheses around the date.</i></li> <li>• <i>If numbering is not present or known, indicate the year publication began or a copyright date when publication began.</i></li> </ul> <p><i>Optionally, use a 515 note in whatever format suits the situation to record new series designations, changes in numbering, etc., formerly recorded as formatted 362 information. See examples in Appendix B. (Cf. LCRI 12.7B11.1)</i></p>		
4XX	Series statement/title	A	
500	General note(s): source of title, DBO, LIC	M	<i>Designated notes only</i>

**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

**Data Element**

**M/A/NR**

**Notes/Cataloging Guidelines**

*M = Mandatory A = Mandatory if applicable NR = Not Required*

	<p><i>It is required to provide the following 500 notes on all records: Source of title, issue on which the description is based (DBO); latest issue consulted (LIC), if applicable. It is not required to use standard abbreviations and capitalization in notes.</i></p> <p><i>When the description is based on the first issue, the DBO note may be given as, "Description based on first issue." When the last issue is available, the LIC note may be given as: "Final issue consulted."</i></p> <p><i>See examples in Appendix B.</i></p>		
515	Numbering peculiarities note	NR	
	<p><i>Optionally, may be used to record new series designations, changes in numbering, etc., formerly recorded as formatted field 362 information. See examples in Appendix B.</i></p>		
530	Additional physical form available note	NR	
	<p><i>Use 776 \$i rather than a 530 note, to describe any additional physical formats available.</i></p>		
533	Reproduction note	A	
534	Original version note	A	Natl. Library of Canada use only
538	System details note	A	
	<p><i>For direct access electronic resources, it is not required to make a 538 note except in cases when it is necessary to indicate the type of operating system or the make and model of the computer(s) on which the resource is designed to run.</i></p> <p><i>For remote access electronic resources, make a note on mode of access only if the resource is accessed other than through the World Wide Web.</i></p>		
546	Language note	A	
	<p><i>If the item's main content is in more than one language, record all languages in \$a of field 041 but it is not required to record the other subfields. Record information about translations, different languages of summaries, tables of contents, or accompanying material in an eye-readable 546 note.</i></p>		
550	Issuing body note	NR	

**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

**Data Element**

**M/A/NR**

**Notes/Cataloging Guidelines**

*M = Mandatory A = Mandatory if applicable NR = Not Required*

	<i>It is not required to use 550 or other notes simply to justify added entries. If a corporate body's name has changed over time, update the authority records in the LC/NAF to reflect these changes and add a note to the authority record to indicate the dates the different bodies have been associated with the resource. If no authority record will be created or updated, document the usage through transcription in the bibliographic record (either by supplying a 245 subfield \$b or subfield \$c, or a 550 note). See (Cf. LCRI 12.7B7.1, LCRI 21.29F). For changes in issuing bodies, see Appendix B.</i>		
555	Cumulative index/finding aids note	A	
580	Linking entry complexity note	NR	
	<i>It is not required to supply linking information in a 580 note. Use linking entries whenever possible.</i>		
600	Subject added entry – personal name	A	
610	Subject added entry – corporate name	A	
611	Subject added entry – meeting name	A	
630	Subject added entry – uniform title	A	
650	Subject added entry – topical term	A	
651	Subject added entry – geographic name	A	
655	Index term – genre/form	A	
700	Added entry – personal name	A	
710	Added entry – corporate name	A	
711	Added entry – meeting name	A	
730	Added entry – uniform title	A	<i>It is not required to make an added entry that duplicates a linking field. See 130 field for instructions about uniform title added entries for translations and language editions.</i>
740	Added entry – uncontrolled related title	A	<i>It is not required to make an added entry that duplicates a linking field. See 130 field for instructions about uniform title added entries for translations and language editions.</i>
752	Added entry – hierarchical place name	A	<i>Newspapers only</i>
	<i>Prefer linking fields to notes and added entries. E.g., use 776 \$i rather than a 530 note, to describe any additional physical formats available.</i>		

**CONSER Standard Record Metadata Application Profile**  
**DRAFT 12/18/2006**

## Data Element

M/A/NR

## Notes/Cataloging Guidelines

*M = Mandatory A = Mandatory if applicable NR = Not Required*

765	Original language entry	A	
767	Translation entry	A	
770	Supplement/special issue entry	A	
772	Supplement parent entry	A	
773	Host item	NR	
774	Constituent unit entry	NR	
775	Other edition available entry	A	
776	Additional physical form entry	A	Use with subfield "\$i" in lieu of 530.
777	Issued with entry	A	
780	Preceding entry	A	
785	Succeeding entry	A	
787	Non-specific relationship entry	NR	
800	Series added entry – personal name	A	
810	Series added entry – corporate name	A	
811	Series added entry – meeting name	A	
830	Series added entry – uniform title	A	
856	Electronic location and access	A	
	<p><i>Remote access electronic resources generally have a URI associated with the resource.</i></p> <p><i>CONSER records should contain generally-accessible URIs that point to the publisher's version of the resource or to a version in a trusted archive. Local URIs or password-protected URIs should not be recorded in the national level record.</i></p>		
	\$u Uniform resource identifier	A	
	\$3 Materials specified	A	

## Appendix A DRAFT 12/18/2006

### Decision-Making Guidance

The following guidance is intended to help simplify the decision making process when used in conjunction with AACR2 rules and Rule Interpretations to determine main entry, record place of publication, establish corporate headings, and determine major and minor title changes.

#### Main entry heading (1XX)

When determining if the main entry should be under corporate body or title, keep in mind that one issue may not truly reflect the entire run of a serial. The most common categories for entry of a serial under corporate body are those with administrative content or content including recommendations; if the serial doesn't have such content and isn't easily identified as being covered by one of the other categories in AACR2 21.1B2, enter under title.

#### Place of Publication

##### I. Formal publishing statement with multiple places of publication

*E.g. Across the bottom of the cover: Harwood, Amsterdam, Beijing, Canberra, New York, Paris*

*P. [2] of cover: Published in Newark, New Jersey by Harwood Academic Publishers*

Record the first named place.

260     \$a Amsterdam : \$b Harwood

##### II. No formal publishing statement

If there is no publishing statement presented on the item, infer the place of publication from the following sources printed on the item in this order, and supply the data in the 260 \$a:

- Address of issuing body
- Editorial business office address
- Other editorial office address
- Subscription address

Do not infer a city of publication from a personal editor's address unless you have clear evidence that the editor is also the publisher. However, you may use a personal editor's address to infer the country of publication [Rule 1.4C6].

#### Establishing Corporate Headings

Create a name heading for a body in the form by which it is commonly identified, and which is used by the body itself. Determine this form of name from works issued by the body in its own language (including its Web site). For international bodies, or for bodies that include English as one of their official languages, use the English form of name.

## Appendix A

### DRAFT 12/18/2006

If there are multiple forms of the name, prefer the form presented formally on the chief source and/or the predominant form as evidenced by other works issued by the body. If in doubt as to whether to choose the full form of the name over an acronym or initialism, always choose the full form. (Cf. LCRI 24.2D) When faced with two equally acceptable name forms, do not agonize but rather choose one and make a reference from the other in the name authority record. Make as many references in the authority record as seem appropriate to provide access for users of the catalog in performing searches, including keyword searches.

Add a qualifier to any name that in your judgment does not convey the idea of a corporate body. Also feel free to add a qualifier if in your opinion the addition assists in the understanding of the nature and purpose of the body.

Enter a subordinate body under the name of the higher or related body in all cases in which the name implies that it is an administrative part of another body, or in which the name is too general to stand by itself. When in doubt, assume that a name is general in nature and should therefore be entered subordinately. When in doubt as to whether to omit or retain any intervening body in a hierarchy, choose to retain it.

The desired result of your work is a name heading that, together with the references, provides access to the corporate body and its works. There are seldom “right” or “wrong” decisions in the grey areas of the name authority process; base your decisions on the usefulness of the name heading in providing access and collocation in the catalog.

### Major vs. Minor Changes

#### I. Rules of thumb for problematic situations

Resource-type words: If the word can be used with an indefinite article, consider it a resource-type word (using this guideline, *newspaper* is a resource-type word; *news* is **not** a resource-type word). Frequency words are not considered resource-type words (though commonly used that way in English). In case of doubt, consider a word to be a resource-type word.

Minor Word Variations: In case of doubt, consider a different representation to be the same word but use caution and perhaps a dictionary in the case of different grammatical forms because words like *man* and *male* are different words with different meanings.

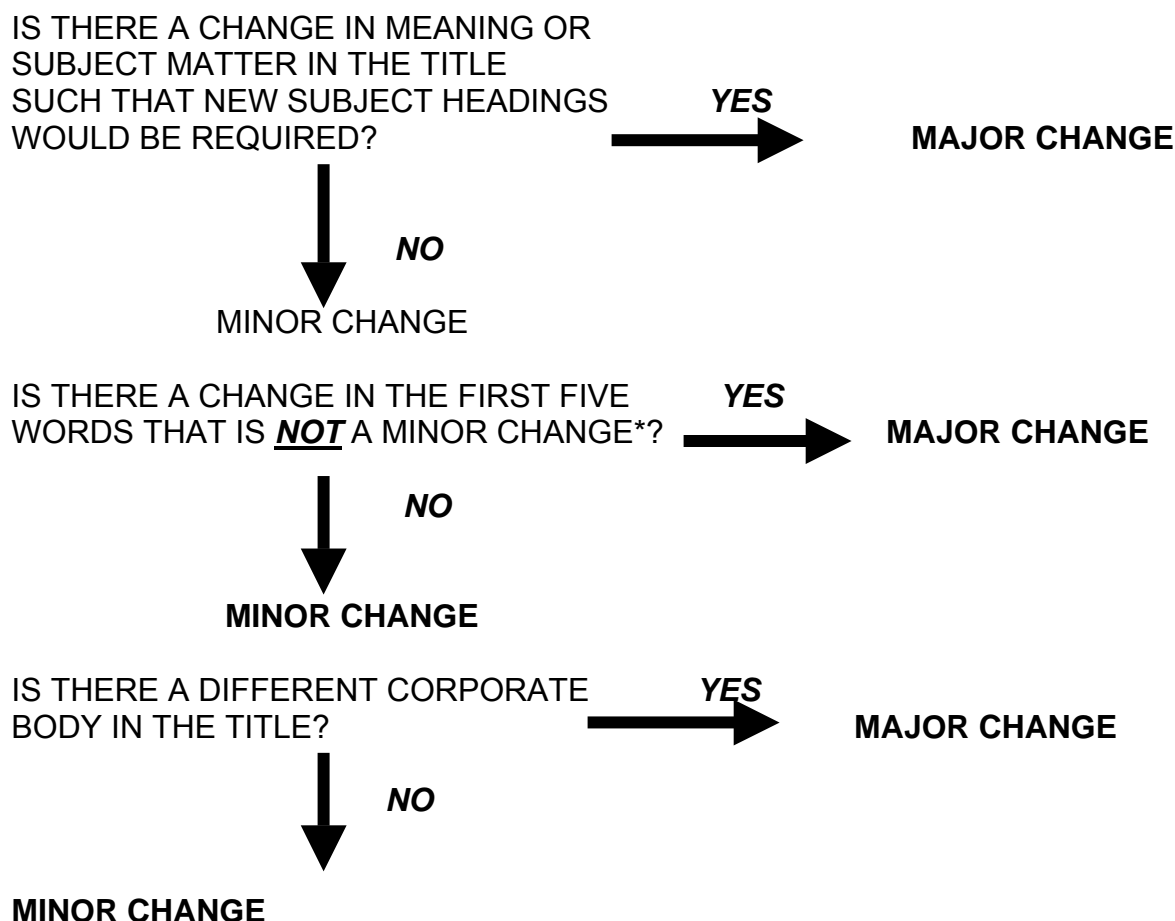
Geographic term or government body? When the serial is issued by or associated with a government body, consider a geographic term to be a representation of the corporate body's name (e.g., *California facts and figures* issued by an agency of the California state government).

**Appendix A**  
**DRAFT 12/18/2006**

Change of meaning or subject matter: Limit the application of this rule to changes that would be reflected in subject headings, and cases where the publisher indicates that the title change reflects a change in scope.

**II. Title change analysis**

Changed titles might include multiple changes simultaneously. The cataloger must determine whether *any* of the changes are considered major (because multiple minor changes are collectively still considered minor). Answering the questions on the following chart can help:



\*as defined in AACR 21.2A2



**Appendix A**  
**DRAFT 12/18/2006**

**Working with Copy and Record Maintenance**

**General Guidelines**

- Existing records created before implementation of the CONSER standard record do not need to be edited just to conform to the new standard. Do not remove any fields from existing records unless the data in those fields is determined to be incorrect. The only exceptions are fields that are already outdated and will not be maintained because the information is no longer required under these guidelines. For example, it is not necessary to keep outdated systems requirements data in records for CD-ROMS.
- In general, records should be maintained according to this standard, i.e., it is only required to maintain the mandatory elements from the CONSER standard element set.
- Do not provide current information for the sole reason of adding to or replacing outdated information.
- A maintenance rule of thumb is that any change that affects access to the record or other serials functions (such as arriving, claiming, or binding) is a candidate for maintenance.

**Maintaining or using copy that includes systems requirements:**

- If systems requirements are outdated, replace the outdated information with current information only if the current information is appropriate under current 538 guidelines; otherwise delete the outdated information.

***Note: 538 fields added for a resource that is part of the Registry of Digital Archives contain data about digitization standards; this information should always be retained in the record.***

**Maintaining or using existing cataloging with former frequency information:**

- Follow existing CONSER practice, i.e., if there is a former frequency in field 310, move the former frequency to field 321, and add the current frequency in field 310. When there are a total of three former frequencies, replace the former frequencies with one 321 field that reads, "Frequency varies."

**Maintaining or using existing cataloging with formatted 362 information:**

- To indicate new series, changes in numbering, etc., the cataloger may add to an existing formatted 362 according to previous practice, convert existing information in field 362 to a 515 note, or add a 515 note to record the new information.
- To add an ending designation, the cataloger can add to an existing 362 or add a separate unformatted 362.

**Maintaining or using existing cataloging when a responsible body changes its name or a new body takes responsibility**

**Appendix A**  
**DRAFT 12/18/2006**

If a responsible body uses a variant name not already recorded on an authority record, add the variant to the authority record. If a body name change requires a new authority record, or a new body becomes responsible for the resource, provide a note to indicate applicable dates for the new name or the new body and make access points as appropriate.

**Appendix B**  
**DRAFT 12/18/2006**  
**Examples**

Full record example 1

Rec stat c	Entered 20060404		Replaced 20060404		
Type a	ELvl	Srce c	GPub	Ctrl	Lang spa
BLvl s	Form	Conf	Freq	MRec	Ctry ag
S/L 0	Orig	EntW	Regl	Alph	
Desc a	SrTp	Cont	DtSt c	Dates 2000 , 9999	
010	\$a 2006262117				
022	\$a 1666-6305				
040	\$a CGU \$c CGU				
042	\$a msc				
049	\$a CGUA				
050 4	\$a HD4813 \$b .E53				
111 2	\$a Encuentro Regional Ciencias Sociales y Sindicalismo.				
245 10	\$a Encuentro Regional Ciencias Sociales y Sindicalismo. **				
246 3	\$a Actas del ... Encuentro Regional Ciencias Sociales y Sindicalismo				
260	\$a Rosario, Argentina : \$b Centro de Estudios de Historia Obrera, and Area de Antropología y Trabajo de la Escuela de Antropología				
310	\$a Annual				
362 1	\$a Began with 1er (año 2000).				
500	\$a Description based on first issue.				
500	\$a Latest issue consulted: 4 (año 2003).				
650 0	\$a Labor \$z Argentina \$v Congresses.				
650 0	\$a Labor unions \$z Argentina \$v Congresses.				
650 0	\$a Working class \$z Argentina \$x Social conditions \$v Congresses.				
710 2	\$a Universidad Nacional de Rosario. \$b Centro de Estudios de Historia Obrera.				
710 2	\$a Universidad Nacional de Rosario. \$b Escuela de Antropologia. \$b Area de Antropologia y Trabajo.				
710 2	\$a Universidad Nacional de Rosario. \$b Facultad de Humanidades y Artes.				
710 2	\$a Núcleo de Estudios del Trabajo y la Conflictividad Social.				
710 2	\$a Taller de Estudios Laborales.				
710 2	\$a Observatorio Social de América Latina.				
710 2	\$a Consejo Latinoamericano de Ciencias Sociales.				

---

\*\* See instructions for 245, \$b in the Application Profile

**Appendix B**  
**DRAFT 12/18/2006**  
**Examples**

Full record example 2

Rec stat c	Entered 20060328	Replaced 20060403
Type a	ELvl	GPub Ctrl Lang eng
BLvl s	Form s	Freq   MRec Ctry aj
S/L 0	Orig	Regl   Alph
Desc a	SrTp p	DtSt c Dates 2006 , 9999

006 m

007 c \$b r

010 \$a 2006262116

040 \$a CGU \$c CGU

041 0 \$a eng \$a aze

042 lcd

049 \$a CGUA

245 00 \$a Caucasian journal of European affairs \$h [electronic resource].\*\*

246 3 \$a CJEa

246 31 \$a Avropa Məsələləri üzrə qafqaz jurnalı

260 \$a [Azerbaijan?] : \$b Centre for European Studies

310 \$a Quarterly

362 1 \$a Began with Volume 1 (Winter 2006).

500 \$a Description based on first issue; title from journal home page (Center for European Studies - Azerbaijan Web site; viewed Mar. 28, 2006).

651 0 \$a Caucasus \$x Politics and government \$v Periodicals.

651 0 \$a Caucasus \$x Social conditions \$v Periodicals.

651 0 \$a Caucasus \$x Economic conditions \$v Periodicals.

710 2 \$a Avropa Araşdırmaları Mərkəzi.

856 40 \$u <http://www.ces-az.org/cjea.php>

---

\*\* See instructions for 245, \$b in the Application Profile

**Appendix B**  
**DRAFT 12/18/2006**  
**Examples**

Full record example 3

Rec stat c	Entered 20060404		Replaced 20060404		
Type a	ELvl	Srce c	GPub	Ctrl	Lang mon
BLvl s	Form	Conf	Freq	MRec	Ctry mp
S/L 0	Orig	EntW	Regl	Alph	
Desc a	SrTp	Cont	DtSt c	Dates 2003, 9999	

010 2006262151

040 \$a CGU \$c CGU

042 lcd

049 \$a CGUA

050 4 \$a HE6185.M65 \$b M6

245 00 \$a Mongolyn filateli.

260 \$a Ulaanbaatar : \$b Mongolyn filateliin kholboony setgu u l

362 1 \$a Began with No. 1, published in 2003.

500 \$a Description based on first issue; title from cover.

650 0 \$a Postage stamps \$z Mongolia \$v Periodicals.

710 2 \$a Mongolyn Filateliin Kholboo.

**Appendix B**  
**DRAFT 12/18/2006**  
**Examples**

Full example 4

Rec stat c	Entered 20060404		Replaced 20060404		
Type a	ELvl	Srce c	GPub	Ctrl	Lang mul
BLvl s	Form	Conf	Freq	MRec	Ctry mp
S/L 0	Orig	EntW	Regl	Alph	
Desc a	SrTp	Cont	DtSt c	Dates 2005 , 9999	

010 2006262150  
040 \$a CGU \$c CGU  
041 \$a mon \$a mul  
042 lcd  
049 \$a CGUA  
050 4 \$a PN1010 \$b .G85  
245 00 \$a Gunu.  
260 \$a Ulaanbaatar : \$b Academy of Culture and Poetry  
310 \$a Quarterly  
362 1 \$a Began with 1 (Spring 2005).  
500 \$a Description based on first issue; title from cover.  
500 \$a Latest issue consulted: 2 (Summer 2005).  
546 \$a Includes poems in many languages with accompanying English translations.  
650 0 \$a Poetry \$v Periodicals.  
650 0 \$a Mongolian poetry \$v Translations into English \$v Periodicals.

**Appendix B**  
**DRAFT 12/18/2006**  
**Examples**

## **362, 500, and 515 Examples**

### **Examples of original cataloging**

1. 362 1 Began with August/September 1970; ceased with March 1972.  
500 Description based on first issue; title from cover.  
500 Final issue consulted.

*[No enumeration; months spelled out on pieces; had first and last issue in hand]*

2. 362 1 Began with Volume 1, Number 1 (January 1995).  
500 Description based on first issue.  
500 Latest issue consulted: February 1999.  
515 Volume numbering ended with Volume 4, Number 12 (December 1998). Issues for January 1999- not numbered.

*[Volume and Number both capitalized and spelled out on pieces; months spelled out]*

3. 362 1 Began in 1943; ceased in 1975.  
500 Description based on Vol. 2, No. 1 (July 1944).  
500 Latest issue consulted: No. 1 (July 1974).  
515 Original numbering ended with Vol. 10, No. 12 (June 1952); new numbering began with No. 1 (July 1974). None published July 1952-June 1974.

*[Vol. and No. abbreviated and capitalized on pieces; did not have 1st or last issue in hand; do not know designation for 1st and last issue.]*

4. 362 1 Began with Band 1, Lieferung 1, published in 1973.  
500 Description based on first issue.  
500 Latest issue consulted: Neue Folge, Band 1, Lieferung 4, published in 2006.  
515 Issues for <2006-> designated Neue Folge.

*[Band, Lieferung, and Neue Folge all capitalized and spelled out on pieces; do not have Neue Folge, Band 1, Lieferung 1-3; not sure when Neue Folge began.]*

5. 362 1 Began with Birinci sene, birinci cüz (1 Märt, sene 1299 [1881]).  
500 Description based on first issue.  
500 Latest issue consulted: İkinci sene, on birinci cüz (15 Märt, sene 1300 [1882]).

*[Transcribed as on pieces, added Gregorian calendar date in square brackets.]*

6. 362 1 Began in the 1890s.  
500 Description based on 1904.  
500 Latest issue consulted: 1925.

**Appendix B**  
**DRAFT 12/18/2006**  
**Examples**

**Examples of existing cataloging if the cataloger decides not to complete formatted 362**

1.     **Existing:** 362 0 No. 1-no. 6 ; [new ser.], no. 1-  
       **New:** 500 Latest issue consulted: 3rd series, number 1, published in 2006.  
       **New:** 515 [New series] ended with number 3, published in 2005; 3rd series began with  
       number 1, published in 2006.  
       *(Third series spelled out on piece, but cataloger preferred Arabic numerals; number  
       spelled out and not capitalized on pieces)*
- 2a.   **Existing:** 362 0 Vol. 1, no. 1 (Jan. 1992)-v. 4, no. 3 (Mar. 1995) ; [new ser.] , v. 1, no.  
       1 (Jan. 1996)-  
       **New:** 500 Latest issue consulted: Third Series, Vol. 1, No. 2 (February 2000).  
       **New:** 515 [New series] ended with Vol. 4, No. 12 (December 1999); Third Series  
       began with Vol. 1, No. 1 (January 2000).  
  
       *[Third Series spelled out on piece and cataloger preferred using as written; Vol. & No.  
       capitalized on pieces, Vol. and No. abbreviated; months not]*
- 2b.   *Same example using option to convert existing information in 362 to 515*  
  
       **Revised:** 362 1 Began with v. 1, no. 1 (Jan. 1992).  
       **New:** 500 Latest issue consulted: 3rd series, v. 1, no. 2 (Feb. 2000).  
       **New:** 515 Original series ended with v. 4, no. 3 (Mar. 1995); [new ser.] began with v.  
       1, no. 1 (Jan. 1996) and ended with v. 4, no. 12 (Dec. 1999); 3rd series began with v.  
       1, no. 1 (Jan. 2000).  
  
       *[Cataloger preferred Arabic numerals and standard abbreviations and capitalization]*